

S E C R E T

MEMORANDUM FOR: [REDACTED]

SUBJECT : The Government Executive and Management
Science Seminar

1. The Office of Computer Services and the Office of Training are pleased to acknowledge your enrollment in the seminar entitled "The Government Executive and Management Science." We hope that you will derive substantial benefit from this opportunity to explore the application of modern quantitative techniques to decision-making problems encountered in your activities.

2. The seminar will be conducted at the [REDACTED] from 8 September to 11 September 1970. You should plan to arrive [REDACTED] not later than 10:45 a.m. on Tuesday, 8 September. Registration is at 11:15 in the gymnasium [REDACTED] and the introductory session will begin at 11:30. Departure time on Friday, 11 September, will be no later than 2:00 p.m. Working sessions are scheduled for each evening of your stay at [REDACTED]

3. Additional information about the course and its administrative aspects is contained in the attachments to this memorandum. If you have questions about the program, please do not hesitate to call

[REDACTED]

Attachments:

1. Seminar Description
2. [REDACTED] Briefing Sheet
3. Map
4. Travel Questionnaire

Declass Review by NGA.

S E C R E T

The Government Executive and Management Science

Seminar Description

General

This seminar is an adaptation of The Executive and Management Science, a seminar presented over eighty times during the past six years to the management levels of many of the largest corporations throughout the world. Among these corporations are B.F. Goodrich, the Canadian Broadcasting Corporation, Ford Motor Company, IBM, Motorola, and Morgan Guaranty Trust Company. Included among the group of non-corporate organizations are the U.S. Army, the U.S. Air Force, and the Young Presidents Organization.

Seminar Leaders

The seminar will be conducted by authorities in the field of management science who are affiliated with the [REDACTED]

[REDACTED]

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For Whom the Seminar is Intended

This seminar is designed for senior officers, GS-15 and above, particularly those whose responsibilities include decision-making concerning major managerial problems. It is intended for Operating Officials and their Deputies, and for the managers of major units under their direction. It is also appropriate for senior officers in staff positions which involve substantial contributions to the decision-making process.

Seminar Objectives

To familiarize senior managers with the concepts and practical applications of management science techniques.

To demonstrate how management science techniques can assist in making major managerial decisions.

To help the senior manager to identify problems to which management science techniques may be profitably applied.

To provide the opportunity to acquire limited experience in the use of management science techniques.

Seminar Content and Methods

The seminar will make extensive use of the case method of teaching. Readings and lectures will provide some of the substantive inputs, and practical application of techniques will be practiced in workshop sessions.

The use of decision trees for the analysis of problems involving uncertainty will be discussed, and practice given in applying this method.

The concepts of the payoff matrix, probabilities, and expected costs will be examined within the framework of an introduction to simulation and decision theory.

The technique of linear programming will be explained and applied within the context of resource allocation and of planning.

S E C R E T

BRIEFING SHEET

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1. Location

route from Washington.

See attached map for

2. Transportation and Subsistence:

Subsistence and quarters will be furnished in lieu of per diem. Travel orders and the cost of travel will be the responsibility of your component. Please be sure that your Administrative Officer is aware of this.

Quarters assignments will be obtained from the Gate Guard. Bed linens, towels, and soap are furnished.

Meals will be obtained in the Mess Hall:

Breakfast	0700 - 0815 hrs.
Lunch	1200 - 1300 hrs.
Dinner	1730 - 1815 hrs.

3. Car-Pools:

All transportation will be by privately owned conveyance. If you are unable to drive your own vehicle or arrange other transportation, telephone In any event, please fill out the attached questionnaire.

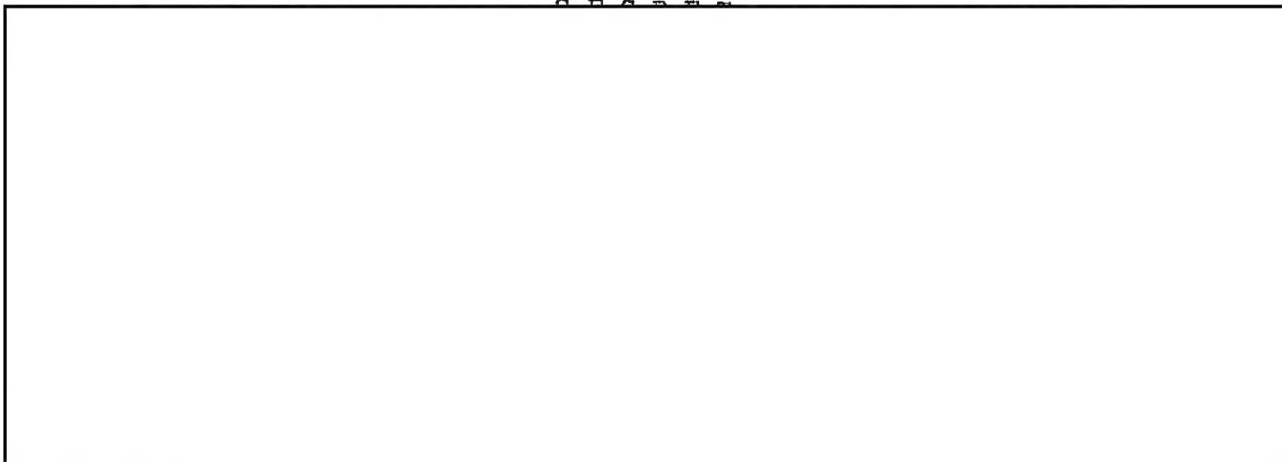
4. Dress:

It is suggested that you wear casual clothes (sport shirts and slacks) to the classroom and in the evenings.

5. Admission

Give your name to the Gate Guard. He will check it against the list of those attending the program. Should the Guard request that you display your Headquarters badge, you should comply; however, the Headquarters badge will not be displayed thereafter or worn while The Guard will issue you a badge which must be worn all the time while

S E C R E T



7. Phone Calls:

Security precludes receiving telephone calls directly. In the event of an emergency, your immediate family may call the Headquarters Security Officer [redacted]. The Security Officer has a list of those attending the course and will relay emergency calls and messages through the [redacted] Security Officer.

Your office can relay urgent messages to you between 0830 and 1700 by calling [redacted]. After 1700, call [redacted].

8. Recreation Facilities:

A lounge will be available for social hours. Set-ups and snacks will be provided at a nominal cost. BYOB. A beer machine is available. There are no PX facilities.

Attachments: As stated

S E C R E T